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ABSTRACT

This document presents the collection development policy for the Douglas Library and Learning Resources at Chicago State University. Collection development committee policies are presented in terms of planning (allocation of resources budget, implementation of resource sharing and related programs, development of policies and procedures, liaison with the University community); building (collections, continuations, duplicates, electronic formats, media formats, faculty publications, fiction, foreign language materials, microforms, pamphlets, paperbacks, textbooks); and maintaining (analyzing and evaluating the collection, repairing damaged materials, replacing materials, deselection). Collection development committee procedures include: Planning (planning for allocating the resources budget, method of payment for standing orders, revision of policies and procedures); building - expectations of selectors (collection awareness, liaison functions, vendor profile, requests, requests outside selection areas, periodical subscriptions, expenditure, selection time table, budget management, committee meetings), procedures for handling gifts (acceptance of gifts, responsibilities of the Acquisitions Department, responsibilities of the Collection Development Committee, disposing of unwanted gifts); and collection management (periodic review projects, assessment of the collection). Department extensions are appended. (AEF)

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Chicago State University

Paul & Emily Douglas Library & Learning Resources

Collection Development Policy

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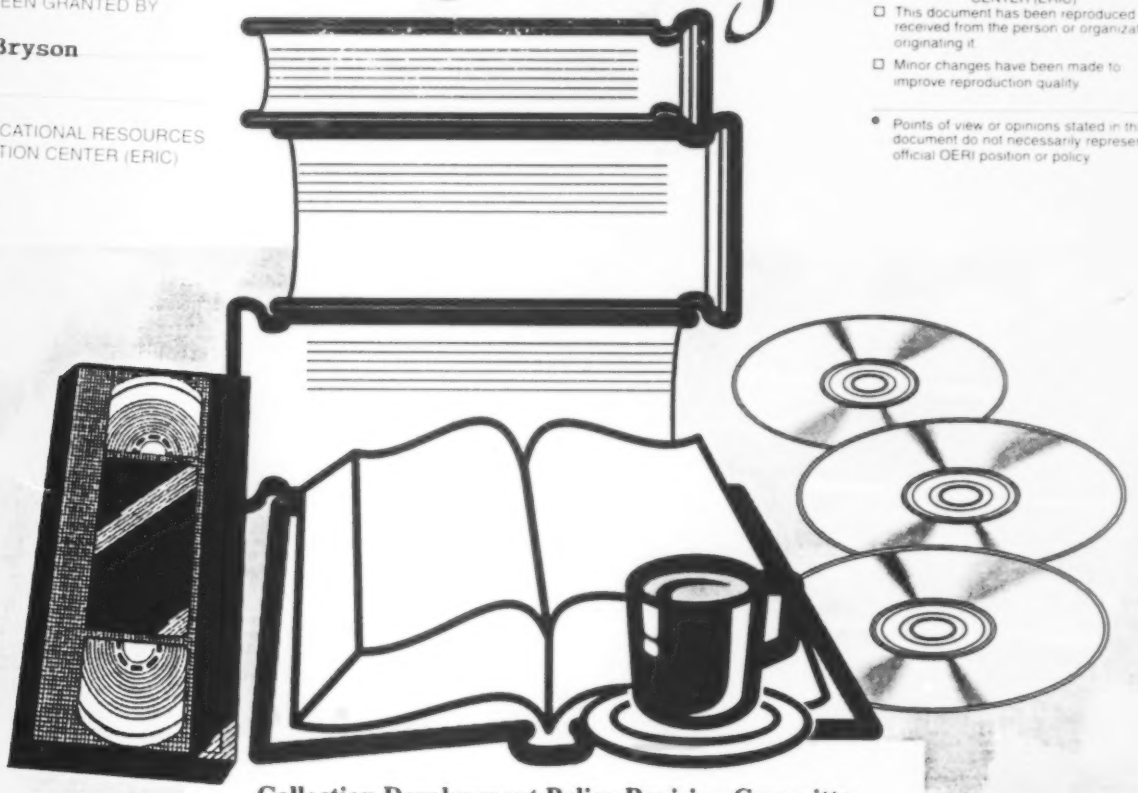

Collection Development Policy Revision Committee

Dr. Clarence Toomer, Dean of Library & Learning Resources

Emily M. Bryson, Katherine R. Matlin, CDC Cochairs

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Revised Edition
April 1999

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PAUL & EMILY DOUGLAS LIBRARY & LEARNING RESOURCES

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Revised Edition - April 1999

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Chicago State University

Douglas Library & Learning Resources

COLLECTION DEVELOPMENT POLICY

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COLLECTION DEVELOPMENT POLICY

Douglas Library & Learning Resources

CHICAGO STATE UNIVERSITY

DEVELOPMENT OF THE LIBRARY & LEARNING RESOURCES COLLECTION

Responsibility for developing the collections of the Douglas Library rests with the Collection Development Committee. Two cochairs and library faculty members (hereinafter called selectors) are assigned to this committee as part of their primary duties by the Dean of Library & Learning Resources.

All members of the committee (including the cochairs) are assigned an area(s) of the collection which it is their responsibility to develop. These assignments should be decided upon by the cochairs and the members of the committee and should equitably divide the responsibilities and ensure that all areas of the collection are covered. To the extent possible, the assignments should reflect the interests of the committee members, their subject expertise, previous experiences, and/or current assignments.

When a committee member is temporarily unable to fulfill his or her responsibilities (due to lengthy illness, leave, etc.) the cochairs will, in conjunction with the Dean, appoint someone from the committee to substitute for him or her so that continuity of the collection development process will not be disrupted.

MANDATE OF THE COLLECTION DEVELOPMENT COMMITTEE

This committee will be involved in all activities encompassed by the term "collection development" which is defined as

> *...the process of planning, building and maintaining a library's information resources in a cost-efficient and user-relevant manner, its principal activities including the identification (and) selection...of locally appropriate materials; the allocation of the resources budget among different subjects and formats; collection management, analysis and evaluation; liaison with library users; planning and implementation of resource sharing and related programs, as well as the determination and coordination of policies and procedures governing these functions.* (Guide for Writing A Bibliographer's Manual, Chicago: American Library Association, 1987, 2.)

ENDORSEMENT OF PROFESSIONAL POLICIES

Douglas Library endorses the policy statements of the American Library Association found in the *Library Bill of Rights, The Freedom to Read, The Freedom to View*, and the *Intellectual Freedom Statement;* it also endorses the *National Interlibrary Loan Code*, the *ILLINET Online Library Resources Sharing Code*, and the *ILLINET Interlibrary Code*. Copies of these documents are available at the Reserve Desk in a file titled Library Bill of Rights File.

COLLECTION DEVELOPMENT COMMITTEE POLICIES

A. PLANNING

1. Allocation of Resources Budget. Library budgets should be devised which reflect utilization patterns of current materials, enhance the collection in areas with growing instructional programs, build core collections for newly-approved programs, and support the areas in which faculty and students are conducting research.

2. Implementation of Resource Sharing and Related Programs. Collection development decisions should be made with a consciousness of the library's participation in state-wide cooperative agreements, which expands dramatically the amount of available resources. While utilization of these resources should be encouraged and facilitated, "resource sharing and interlibrary loan are adjunct to, not substitutes for, collection development in individual libraries." (ILLINET Online Library Resources Sharing Code p. 1) It is the responsibility of each library to make a viable contribution to the cooperative collections of the state. Disregard of the ILLINET Online Library Resources Sharing Code can result in cessation of privileges.

3. Development of Policies and Procedures. Policies and procedures should be determined which develop the library's information resources in ways which bring high-quality, useful materials into the library in a cost-effective manner. These policies and procedures should coordinate well with the functions of the other areas of the library.

4. Liaison with the University Community. Selectors should maintain contact with their respective departments and should serve as a liaison between the committee and the teaching faculty for the purpose of encouraging their input into the collection development process (particularly selection).

encouraging their use of the materials provided, and monitoring their level of satisfaction with the library.

a. Committee members should encourage student input for new library acquisitions through such means as request cards, personal contacts, etc.

b. Selectors should publicize worthwhile titles which are not being noticed by the users of the collection; if necessary, they should also work with the Catalog Department to provide better access to these publications.

B. BUILDING

All selection should be done with an awareness of and sensitivity to the instructional and research programs of Chicago State University, both on and off campus, and the needs of its urban, diverse student body.

Selectors should use recognized selection tools, standard bibliographies, and requests from faculty, students and staff to identify those items which will best support the programs of the University. Publishers' catalogs, vendor notification slips and on-line vendor databases may also be used.

Selectors should evaluate items for purchase using the criteria of timeliness, authoritativeness, presentation level, accuracy, format and price. The availability of other material on the subject and the strength of the existing collection in the area should also be considered. Selectors should adhere to the following criteria when considering selections from the following categories:

1. Collections. Occasionally a number of items on a particular subject may become available for purchase by the Library from a collector. Whether or not such a collection should be purchased should be decided on by the committee and not by an individual selector. A collection does not have to be purchased solely by one selector; it is appropriate to have several selectors participate in the purchase of an interdisciplinary collection.

2. Continuations. These publications are considered to be valuable for academic libraries because of their current and state-of-the-art information. Types of continuations include monographic series, supplements, yearbooks, conference proceedings, and reference-type continuations such

as bibliographic and periodical indices in various formats. Because continuations constitute a large part of the library's materials budget, care should be taken when placing or removing a title from standing order, and all titles should be brought to the full committee for such a decision. In making a decision about a continuation, the committee should consider whether it supports the curricular and research needs of the library's patrons, its availability at nearby institutions, its anticipated or actual use, its overall quality and its price.

3. Duplicates. As a general rule, only one copy of a title will be purchased. However, selectors may, at their discretion, order more copies of a title if they believe that current or anticipated use justifies the expenditure. Duplicates should not be ordered for the exclusive use of an individual except in the cases where they are needed by librarians in order to perform their work. Selectors may also specify the area or areas of the library in which they wish the duplicate(s) to be placed if other than the main collection.

4. Electronic Formats. The library seeks to acquire high quality resources in cost-effective formats which will provide users quick, easy access to relevant and timely information. When evaluating electronic resources, selectors should determine not only whether they meet the selection criteria used for print resources, but also whether the university has the necessary hardware, software, technical expertise, and staff time (for user instruction) to support their effective use.

5. Media Formats. The responsibility for selecting media materials to support academic programs in all subject areas rests primarily with the Media Selector. Subject selectors may select audiovisual materials from their budgets if they wish.

Media selection criteria are similar to those used by selectors for book selection: curriculum support, appropriate audience level, effectiveness, currency, interdisciplinary application, equitable distribution of available budget, and filling gaps in the collection. Additional considerations unique to this informational format are technical quality of the production (color quality, photography, graphics, etc.), sound quality, and compatibility with available hardware.

6. Faculty Publications. The Library will acquire a copy of any current scholarly work published by a faculty member.

7. Fiction. It is the library's aim to acquire a representative collection of retrospective and current fiction, with particular emphasis on titles which support the literature curriculum at the university. Award-winning and notable books will be acquired, but no attempt will be made to provide an extensive collection of popular fiction.

8. Foreign Language Materials. Original literary works will be acquired in languages taught at the university; all other materials will be purchased in English. No attempt will be made to provide an extensive collection of foreign language titles nor to acquire scholarly works not available in translation.

9. Microforms. The whole committee should make decisions about which materials should be acquired in microform format. Selectors should generally avoid acquiring paper copies of materials already available in the library in microform. Special circumstances may sometimes permit the purchase of additional paper copies.

10. Pamphlets. A pamphlet is an independent publication of less than 50 pages which is fastened together but not bound. Pamphlets reach the library from three main sources: 1) free, as part of a subscription that the library maintains; 2) free and unsolicited from various sources; and 3) they are ordered by a selector. Care must be taken in the acquisition of pamphlets as the library's vertical file in the Reference Department is small, and the cost of preparing a pamphlet for the shelf may be excessive in relation to its price or worth.

    The Acquisitions Department will make initial decisions about pamphlets as they arrive and will discard inappropriate titles and send the rest either to the Catalog Department for processing or to the Reference Department for the vertical file. Inappropriate titles are those which do not support the instructional programs of the university and those whose content is propaganda. Purchased publications (which are, therefore, state property) should be kept and cataloged, unless the expense of processing them is prohibitive in relation to their value. (Need for original cataloging and need for extra protection in order to be self-worthy are two factors which must be considered.) Free materials can more easily be sent to the vertical file, and ephemeral materials should always be sent there.

11. Paperbacks. Hardcover copies of books are preferred for library use, but books available only in paperback will have to be purchased in this format.

Selectors are justified in purchasing a paperback when a hardcover is available when, in their judgment, the price difference is significant, the material contained in the book will soon be outdated, or the subject of the book is important but of limited interest.

12. Textbooks. The library will not acquire copies of textbooks selected for use in courses taught at the university. Selectors may, however, purchase textbooks for the general collection that contain valuable information not found in other sources or which have exemplary qualities and provide outstanding coverage.

C. MAINTAINING

1. Analyzing and Evaluating the Collection. Evaluation is a necessary process in maintaining a high-quality collection which serves the needs of the library's community. Selectors are responsible for evaluating the areas which it is their responsibility to develop. Areas should be evaluated both quantitatively and qualitatively by a variety of methods, always keeping in mind the goal of the library which is to support the instructional programs of the university.

2. Repairing Damaged Materials. Selectors should, in conjunction with other areas of the library, watch for materials which need extra attention in order to preserve their usefulness to the library; selectors should bring such materials to the attention of those who are in charge of binding, mending, and repairing.

3. Replacing Materials.

   a. Selectors are responsible for replacement decisions for damaged or withdrawn materials from their areas. They should consider for replacement only those titles which are still relevant to the library's mission. Materials selected for replacement should be replaced by the latest edition unless an exact duplicate of the material is desired due to its special focus or historical perspective.

   b. Selectors should be notified about damaged or withdrawn materials from their areas so that they can make replacement decisions.

4. Deselection.

a. Selectors are responsible for deselection in their various areas of the collection. If an item has interdisciplinary use, all involved selectors should be consulted. Disputes will be resolved by the full committee. Deselection should be an ongoing process. Disposal of all deselected materials will be made in accordance with the Illinois Property Control Act, 30 ILCS 605/7 (a) and (b) and the 1995 revision 30 ILCS 605/7 (c).

b. Occasionally it may be advantageous to place some materials in storage rather than discard them providing that the library has adequate storage space. Selectors should make these decisions for items in their subject area/s after consulting with the Dean about available storage space.

c. If specialized departments of the library wish to remove an item from the general collection in order to house it in their collection instead, or wish to remove something from their collection and transfer it to the main collection, they should consult with the selector for the area involved before the transfer takes place. Transfers of large numbers of items should be approved by the Collection Development Committee.

d. If the location of any item is changed, the Access Services Department and the Catalog Department should be notified.

COLLECTION DEVELOPMENT COMMITTEE PROCEDURES

A. PLANNING

1. Planning for Allocating the Resources Budget.

a. The fund allocation process is partially based on data obtained from the library's cooperative system. Annually, the cochairs of the Collection Development Committee should request statistics which show the use of the collection within call number ranges.

The Collection Development Committee is responsible for grouping these ranges into subject areas which correspond to the academic

departments and programs of the university. It is then possible to calculate the percentage contributed by each subject area to the total circulation of books from the main collection of the library. This percentage will be used as one of the factors in determining the share of the budget allocated to a particular subject area. When new programs are initiated at the institution, increased budget allocations will be necessary for a period of time. In addition, the average cost of books within the subject areas (as found in the latest Bowker Annual of Library and Book Trade Information) will be taken into account as well as publishing trends in the area. Experience has shown that there is not enough publishing in some high-use areas to allow for the expenditure of all the funds allotted as the percentage of the budget.

Recommendations for these budget allocations will be made annually by the head of the Acquisitions Department and the cochairs of the Collection Development Committee and final decisions will be made by the Dean. If reallocations of money become necessary during the fiscal year, the committee will make recommendations for adjustments to the Dean.

A list of subject areas and selectors for each subject area can be found in Appendix A.

b. The Acquisitions Department will keep the selectors and the cochairs informed about the balance remaining in each account. When an account appears to be completely expended, the Acquisitions Department will immediately notify the selector/s involved and the cochairs of the Collection Development Committee.

c. After March 31st of each fiscal year and after consultation with the cochairs of the Collection Development Committee and the head of the Acquisitions Department, the Dean will decide how all remaining unencumbered monies will be spent.

2. Method of Payment for Standing Orders. When a title is placed on standing order, the first volume will be paid for from the selector's

fund; succeeding volumes will be paid for from the Standing Order (Continuations) fund.

3. Revision of Policies and Procedures. Each March, the committee should examine its written policies and procedures to determine whether they should be revised. This process should be completed by the end of the spring academic term so that policies and procedures will be clear over the summer and at the beginning of the fall term.

B. BUILDING - Expectations of Selectors

1. Collection Awareness. Selectors should become familiar with the courses taught at the university in the areas which it is their responsibility to develop; they should also maintain an awareness of developments and trends in their areas by regularly reading current periodical literature.

2. Liaison Functions. Selectors should maintain a liaison function with the disciplines for which they select:

   a. To maintain awareness of departmental offerings;

   b. To report significant acquisitions and materials usage; and,

   c. To ensure that departments are aware that new monthly acquisitions are available on the Web.

3. Vendor Profile. Selectors should review the vendor profile for Douglas Library which determines the materials available for selection in the various subject areas. All committee members should examine their section(s) of the profile on a regular basis to determine whether all the parameters are still valid.

4. Requests. Selectors should submit requests (properly signed and initialed with their own fund code) to the Acquisitions Department for all items which they wish to buy.

5. Requests Outside Selection Areas. If selectors receive requests which are not in their area, they should route them to the appropriate selector. All requests for obvious reference materials should be given to the reference selector; questionable items should be discussed with the reference selector.

6. Periodical Subscriptions. Selectors should become familiar with the periodical subscriptions in their subject areas to better facilitate their liaison functions with their departments. Periodical selection is done by the Periodicals librarian.

7. Expenditure. There is no cost limit on selectors' purchases. Expensive purchases may be brought to the committee for consideration.

8. Selection Time Table. Selection should be done on an ongoing basis; all selections for a fiscal year should be forwarded to the Acquisitions Department by the cut-off date. This allows time for the Acquisitions Department to process all requests before the end of the fiscal year and allows time for all the necessary accounting procedures.

9. Budget Management. Selectors should monitor their spending so that they do not underspend or overspend their budget amounts. They should keep the cochairs informed as to the adequacy or inadequacy of their budgets.

10. Committee Meetings. Selectors should attend the regular meetings of the committee and be active participants in making committee decisions.

C. PROCEDURES FOR HANDLING GIFTS

1. Acceptance of Gifts. The final decision to accept or reject all offers of gifts is the prerogative of the Dean of Library & Learning Resources in collaboration with the committee members.

2. Responsibilities of the Acquisitions Department. The Acquisitions Department is in charge of the initial handling of gifts. If the gifts constitute a collection of materials on a particular topic, the committee should determine whether the collection would have a greater value to the library if it is kept together or if it can be dispersed.

    a. The Acquisitions Department will search DRA or OCLC to determine if the title is already owned by the library. Those titles found to be owned will be checked on the shelves and in circulation to verify actual ownership. A title found to be missing, lost, long overdue or in need of repair should be replaced by the gift title.

b. Titles which have been superseded by newer editions should also be discarded by the Acquisitions Department unless there is a reason to believe that the earlier editions are significant.

c. The Acquisitions Department should route materials which might be more appropriately housed in sections of the library other than the main collection to that section, e.g., archival material to the University Archives or children's material to the Materials Center.

3. Responsibilities of the Collection Development Committee. The remaining titles should be set aside for evaluation by the Collection Development Committee, and selectors should be notified whenever there are enough titles to warrant a visit. Each member of the committee is then responsible for examining the books, finding those which are in their area/s of responsibility for collection development, and deciding whether to incorporate them into the collection. Once the committee has evaluated the titles, those chosen will be added to the collection and will become state property.

4. Disposing of Unwanted Gifts. Any material which does not conform to the selection criteria of the library should be disposed of by the Acquisitions Department. Such material may be sold in library book sales, exchanged with other libraries or booksellers for other materials, given away, recycled or discarded.

D. COLLECTION MANAGEMENT

1. Periodic Review Projects. On a periodic basis, the committee will:

a. Review the standing orders from the current vendor. Vendors supply lists of titles that are on order that can be used for this review. For non-reference materials, this review consists of checking the circulation of the titles by physically examining them and checking their availability at both nearby and statewide locations. Reference materials should be evaluated according to the professional judgment of the reference librarians. Titles which are not being used are candidates for cancellation, especially if they are readily available at other schools.

b. Review the standing orders placed directly with various companies. This involves the same procedures listed in part a. (above), except that a list of these titles will need to be developed from Acquisitions Department records.

2. Assessment of the Collection. Selectors who conscientiously follow the policies and procedures delineated in this document will find themselves continually involved in activities which are part of collection development. However, selectors are encouraged to occasionally conduct more formal evaluations of their subject area(s) to identify strengths and weaknesses.

Both qualitative and quantitative methods of evaluating library collections have been developed, but it is generally recognized that no one method is adequate by itself and that a combined approach is most effective. Recommended qualitative methods include direct examination of the collection (either by the selector or by a subject specialist), comparison of the library's holdings with relevant standard bibliographies or other checklists, and user surveys. Recommended quantitative methods include the collection of statistics about the number of volumes owned (and possible comparison with other institutions), the applications of various formulas which have been devised, and the collection of circulation and other data to reveal use, costs and response time, etc.

This policy operates within the structure of other university policies and should in no way conflict or override them.

Approved July, 1988
Revised November, 1996

Revised Collection Development Policy Approved, April 1999

Clarence Toomer, DATE May 25, 1999
Dr. Clarence Toomer,
Dean of Library & Learning Resources

Appendix A

Afro-American Studies
Charlene Snelling 2557

Allied Health
Treadwell Merrill 2550

Anthropology
Katherine Matlin 2378

Art
Emily Bryson 2257

Biology
Treadwell Merrill 2550

Business
Ivo Miletich 3908

Chemistry
Ivo Miletich 3908

Communications
Mariana Herrera 2562

Computer Science
Lorraine Lazousksa 2551

Criminal Justice
Katherine Marlin 2378

Earth Sciences
Ivo Miletich 3908

Economic
Ivo Miletrich 3908

Education
Beverly Meyer 2587

English / Literature
Mariana Herrera 2562

Geography
Katherine Matlin 2378

History
Annie Moore 2284

Hotel & Restaurant Management
Treadwell Merrill 2550

Library Science
Robert Meeker 2542

Mathematics
Lorraine Lazouskas 2551

Modern Languages
Mariana Herrera 2562

Music
Emily Bryson 2257

Nursing
Treadwell Merrill 2550

Philosophy
Emily Bryson 2587

Physical Education
Beverly Meyer 2587

Physical Science
Ivo Miletich 3908

Physics
Ivo Miletich 3908

Political Science
Annie Moore 2284

Psychology
Beverly Meyer 2587

Religion
Emily Bryson 2257

Social Work
Katherine Matlin 2378
Mary Nuby 2561

Sociology
Mary Nuby 2561

Speech
Mariana Herrera 2562

Substance Abuse
Katherine Matlin 2378

Theater
Emily Bryson 2257

Technology
Lorraine Lazouskas 2551

Material Center
Carol Bentley 2277

Media
Jesse Johnson 2537

Reference
Robert Meeker 2542